

Approved November 9, 2017
Farmington Community Library Board of Trustees
Regular Board Meeting - 7:00 p.m. – Ernest E. Sauter Board Room
32737 West Twelve Mile Road, Farmington Hills, MI 48334
October 12, 2017

Board Members Present: Bosler, Bush, Doughty, Lazar, Paul, White

Board Members Absent: Liebold, O'Malley

Staff Members Present: Miller, Serresseque, Siegrist, Streit, Yunker

Staff Members Absent: None

Present for Presentation of Audit: David Helisek, Plante Moran, PLLC
Kari Shea, Plante Moran, PLLC

CALL TO ORDER

The Board Meeting was called to order at 7:00 p.m. by President C. Doughty.

APPROVAL OF AGENDA

MOTION by G. Bosler to approve the Agenda for October 12, 2017 as presented was supported by M. Bush. Board approved. Motion passed.

PUBLIC COMMENT

There was no public comment.

PRESENTATION OF THE AUDIT

David Helisek and Kari Shea from Plante Moran, presented a review of the FCL Fiscal Year ended June 30, 2017 audit.

D. Helisek explained that it is the auditor's responsibility to "perform an audit to obtain reasonable assurance about whether the financial statements are free from material misstatement". The auditors were able to give the Library the highest level of assurance possible that financial statements are in order, and one that Plante Moran has been able to give the Library for a number of years.

K. Shea discussed the graphs related to finances which show that the FCL finances are in good standing. The General Fund Revenue is trending up and shows a healthy fund balance.

In answer to the question of the right level of a fund balance, D. Helisek responded that the Library is comparable to a township, and townships and villages need higher reserve numbers. That level should be addressed annually. Although the fund balance is healthy, it is not out of the realm where a Library should be.

D. Helisek also responded to a question about the expenditure in 2016 to fund the Defined Benefit pension. Plante Moran not only approved, but also recognized the Board as being proactive. Ideally, everyone would like to be 100% funded and the Library Board should not be apologetic for being 100% or over funded.

D. Helisek continued to say the audit records are in very good shape, once again. Additional letters are absent since Plante Moran only has to report if something is needed. Auditors do assess the internal control system but don't offer an opinion. However, it would be reported, if necessary. No transfer happened outside of the reporting period. The auditors went through the assumptions to see that they were reasonable and did not encounter any issue during audit. K. Shea added that the information was well prepared.

APPROVAL OF MINUTES

MOTION by G. Bosler to approve the Minutes of the September 14, 2017 Board Meeting was supported by J. White. Board approved. Motion passed.

OPERATING BILLS

MOTION by J. White to approve the above expenditures for check numbers 24245 through check number 24331 totaling \$510,309.14 and check number 24244 issued to Library Design after the September Board meeting in the amount of \$479,996.00 for the carpeting install was supported by B. Lazar. Board approved. Motion passed.

FINANCIAL REPORTS

MOTION by G. Bosler to receive and file the Monthly Revenue and Expense Report for June 2017 was supported by S. Paul. Board approved. Motion passed.

MOTION by G. Bosler to receive and file the Monthly Revenue and Expense Report for July 2017 was supported by B. Lazar. Board approved. Motion passed.

MOTION by G. Bosler to receive and file the Monthly Revenue and Expense Report for August 2017 was supported by M. Bush. Board approved. Motion passed.

CORRESPONDENCE

President, C. Doughty, shared a note in which it is acknowledged that E. Streit has been doing a good job handling the recent controversy (regarding the café) and that it is appreciated.

FROM THE DIRECTOR

- Library hosted a Beatles program on Sunday which attracted over 120 patrons. Four musicians played Beatles music and Beatles footage was shown in the background while people were singing and dancing. There are very positive comments for the musical programs which are arranged by Adult Librarian, Judy Donlin.
- The 5th Annual Star Wars Day attracted over 400 patrons. They enjoyed crafts, a light saber demonstrations, a scavenger hunt and additional activities. The program is growing each year.

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- Graphic Designer, Michael Hnatiuk, sent an e-blast to announce Library Halloween programs such as a costume party for teens. About 37 teens registered to attend. M. Hnatiuk will also send an e-blast for Christmas and DMLK Day.
 - Lutie Moore, with the assistance of her husband, Henry, is responsible for the floral decorations throughout the Library during all seasons. Ms. Moore also creates the floral decorations for the Friends of the Library GALA.
 - Kelley Siegrist and Jillian Baker have each been offered a \$1,600 grant from the Library of Michigan to cover part of their attendance at the PLA Conference.
 - E. Streit and J. Miller attended the STEAM Ribbon Cutting ceremony. Tours were offered to show the renovated school which includes a 3D printer, new gym floor and I Center (Library).
 - E. Streit and J. Miller attended a recent Xemplar Group meeting. E. Streit commended J. Miller for her presentation to Xemplar members as she described the multiple uses of the FCL Library card and how to access Library resources. This is an excellent way to build Library usage.
 - Limits on fines were changed to be more consistent: YA and Children's materials will have a \$2 maximum fine and all others will have a \$5 maximum fine.
 - We will begin using I-Tiva to allow patrons to renew their materials over the phone or for the Library to make calls regarding renewals.

COMMITTEE REPORTS

Finance Committee
Nothing new to report.

Personnel Committee
Nothing new to report.

Benefits Committee
Nothing new to report.

UNFINISHED BUSINESS

E. Streit advised the Board that the Café is expected be closed by Sunday, October 15, and that the owners will return their keys at that time.

After meetings to discuss the use and design of the new space, Library Design Associates has created a mock-up in 3D. The plan for the new space is to accommodate approximately 32 patrons with a tall table/shelf and stools by the window for individuals who prefer to work alone. There will be comfortable seating along with square tables which can be pushed together to create a large table, when preferred. There will be three booths, four vending machines, a microwave oven and a recycling container.

E. Streit invited the Building Committee (G. Bosler, P. O'Malley, and J. White) to attend the next meeting with Library Design when LDA presents choices of furniture and pricing. The Building Committee would like to be in attendance, when possible.

J. Miller is preparing a Request for Proposal for vending companies. The Library would like four vending units, one for coffee; one for water and soft drinks; one for snacks; one for healthy choices.

The Computer Lab will be the next room to update. The plan is to create small study rooms by dividing the Computer Lab.

At a later date, there is a plan to create a Teen Room in the Browsing Room. Though the entire YA collection cannot fit in that area, Librarians might rotate books every two weeks to provide interest.

The Library carpeting phase will be complete with the removal of old carpet and installation of new carpet in the two elevators on the north side of the Library.

C. Doughty reported on the Boards and Commissions meeting held on September 18, 2017 at Farmington Hills City Hall. The City Council would like to have consistency in the minutes and bylaws of Boards and Commissions in Farmington Hills.

The Library was also invited to appear at the October 9, 2017 Farmington Hills City Council Study Session and may ask the Library to meet again in November to discuss a series of questions which they will provide for the Library Board to discuss. The Library Board may choose to meet with the City Councils once or twice yearly to encourage the same community relationship that the Council has with the Farmington Public Schools.

The Council acknowledged that the Library Board is similar to the School Board. There was discussion that the City of Farmington Hills funds the Library more than the City of Farmington and there should be based on this funding. They also discussed election vs appointment of Board members.

The Board discussed the Open Meetings Act and will call for a motion and roll call vote if a closed session is required.

NEW BUSINESS

The Library Board will review the current Bylaws for possible updates.

The Library staff is considering ways to promote the Library and to increase the level of statistics. Programming statistics have increased substantially and electronic services have increased. Recently, Adult Librarian, Josh Schu, posted a question asking what movie patrons would watch over and over again. At this time, there are over 160,000 views! The suggestion to post an annual report will be considered.

The proposed Strategic Plan shows the current focus on computer literacy and technology, community outreach, marketing/communications, and activities and spaces. When preparing the draft, E. Streit, J. Miller and K. Siegrist considered the Strategic Plan in place and built on that information. The final draft of the 2018 – 2020 Strategic Plan will be presented to MAC (Management Advisory Committee) before Library Board approval.

Staff Day will be held on Friday, November 10. The agenda includes a speaker talking about conflict management, State of the Library including the Strategic Plan, recognition of staff members and breakout sessions. The breakout sessions may include Library resources, wellness sessions, and a safety tour.

E. Streit distributed the updated Photography and Videography Policy, the description of the Publications and Promotions Committee, and the proposed 2018 Holiday Schedule, which were in the Board packets for earlier review.

MOTION by B. Lazar to adopt the Photography and Video Policy as put forth in the handout we received was supported by M. Bush. Board approved. Motion passed.

MOTION by G. Bosler to approve the Publications and Promotions Committee document as explained and presented was supported by J. White. Board approved. Motion passed.

MOTION by G. Bosler to approve the 2018 Holiday Schedule as presented was supported by J. White. Board approved. Motion passed.

ADJOURNMENT

MOTION by G. Bosler to adjourn the Board meeting was supported by M. Bush. Board approved. Motion passed.

The Board meeting was adjourned at 9:00 p.m. by President, Clark Doughty. The next meeting of the Library Board is scheduled for Thursday, November 9, 2017, at 7:00 p.m. in the Ernest E. Sauter Board Room.

Respectfully Submitted,

G. Bosler, Secretary
Library Board of Trustees

GB:dls